POH VOLUME 1 SOP 3.8

TITLE

Crew Time Accounting for Payload Operations

PURPOSE

To define the procedure for tracking planned and as-executed crew resource usage against the resource allocations defined in the Increment Definition and Requirements Document (IDRD).

PARTICIPATION

POIC Payload Planner
???? Payload Planners
POM

EFFECTIVITY

Increment 3 and subsequent

REFERENCE DOCUMENTATION

Summary of Discussion, Payload Operations Team, April 4-13, 2001, Section 2.3 Crew Time Accounting for Payloads

GENERAL

In order to satisfy International Space Station (ISS) Payload Program Office requirements for crew resource tracking, POIC Payload Planner must track allocated, planned, and as-executed crew resource usage. The POIC Payload Planner will be responsible for compiling, integrating, and distributing crew resource tracking data.

Resource tracking will be performed during the following phases: 1) Pre-Increment Planning, 2) Increment Planning, 3) Execution Planning/Operations, and 4) Post-Increment Execution. During the Pre-Increment Planning phase, resource tracking will be based on the allocations as documented in the IDRD and the planned resource usage as documented in the Final Integrated On-Orbit Operations Summary (OOS). During the Increment Planning phase, resource tracking will be based on the IDRD resource allocations, planned OOS resource usage, and resource usage as calculated from the approved Weekly Look-Ahead Plan (WLP). During the Execution Planning/Operations Phase, resource tracking will be based on the IDRD Allocations, planned OOS resource usage, planned WLP resource usage, and the planned/executed Onboard Short Term Plan (OSTP)/Form24. The planned data will be extracted from the approved planning products (WLPs and OSTPs/Form24s), while the as-executed data will be extracted from products provided by the POIC PAYCOM. Reference POH Volume 2, SOP 1.3.3. Post-Increment resource tracking will be based on the compilation of the resource tracking reports from Increment Execution/Operations.

Resource tracking will be based on the classification of activities as defined in Table 3.8-1.

Activity	System	Payload
1. Initial unloading/assembly from transportation vehicle to the ISS; e.g., Shuttle, Progress, and Soyuz.	X	
2. Final disassembly/removal from ISS to the transportation vehicle; e.g., Shuttle, Soyuz, and Progress.	X	
3. Movement/installation from ISS stowage to ISS operations location.		X
4. Checkout/verification of hardware interfaces at ISS operations location.		X
5. Procedure reviews, discussions with specialists, and experiment drills when specifically scheduled.		X
6. Science equipment tests, troubleshooting, and repairs due to ISS system problems.	X	
7. Science equipment tests, troubleshooting, and repairs due to payload problems.		X
8. Experiment operations, including science photo and video.		X
9. Photo and video for documentation of payload hardware configurations.		X
10. Payload EVA activities, including preparation of payload hardware for EVA.		X
11. EVA preparation and completion activities (apply percentage if not Payload Only EVA).	TBR	TBR

Table 3.8-1: Payload Time Accounting Classification of Activities

PROCEDURE

1. Pre-Increment Planning Phase

A. The POIC Payload Planner will develop a data input matrix via an Excel spreadsheet, and will provide this matrix to the ???? Payload Planners at approximately I-3 weeks.

B. The POIC Payload Planner will determine the NASA planned crew utilization based on the Final Integrated OOS delivered at I-1 month.

C. The ???? Payload Planner will determine the RSA planned crew utilization based on the Final Integrated OOS delivered at I-1 month.

D. The ???? Payload Planner will provide the RSA planned crew utilization to the POIC Payload Planner via an Excel spreadsheet by I-2 weeks. The crew utilization information provided will include crew hours per payload per day, with totals for each week and the increment. The ???? Payload Planner will e-mail the Excel file to the POIC Payload Planning Lead, Jeff Hagopian at jeff.hagopian@msfc.nasa.gov.

E. The POIC Payload Planner will integrate the NASA and RSA planned crew utilization and provide the integrated information via an Excel spreadsheet by I-1 week. The POIC Payload Planner will e-mail the Excel file to the ???? Payload Planning Lead, Oleg Volkov at ovol@scsc.ru.

F. The POIC and ???? Payload Planner will review the integrated Excel spreadsheet in the regularly scheduled NASA/RSC-E Payload Operations Telecon (Wednesday 0800 CST, 1700 DMT).

G. The POIC Payload Planner will distribute a copy of the integrated Excel spreadsheet via e-mail through the resource_tracking@payloads.msfc.nasa.gov distribution list.

2. Increment Planning Phase

A. Each week, the ? ??? Payload Planner will determine the RSA planned crew utilization based on the Final WLP for the previous week.

B. Each week, the POIC Payload Planner will determine the NASA planned crew utilization based on the Final WLP for the previous week.

C. The ???? Payload Planner will provide the RSA planned crew utilization for the previous week's WLP to the POIC Payload Planner via an Excel spreadsheet by 1400 GMT (1700DMT, 0800 CST), on Tuesday of each week. The ???? Payload Planner will e-mail the Excel file to the POIC Payload Planning Lead, Jeff Hagopian at jeff.hagopian@msfc.nasa.gov.

D. The POIC Payload Planner will integrate the NASA and RSA planned crew utilization and provide the integrated information via an Excel spreadsheet by 2300 GMT (1700 CST, 0200 DMT). The POIC Payload Planner will e-mail the Excel file to the ???? Payload Planning Lead, Oleg Volkov at ovol@scsc.ru.

E. The POIC and ???? Payload Planner will review the integrated Excel spreadsheet in the regularly scheduled NASA/RSC-E Payload Operations Telecon (Wednesday 0800 CST, 1700 DMT).

F. The POIC Payload Planner will distribute a copy of the integrated Excel spreadsheet via e-mail through the resource_tracking@payloads.msfc.nasa.gov distribution list.

3. Execution Planning Phase

The Execution Planning Phase tracking information is calculated from the planned data as documented in the Final OSTP/Form24, and from the as-executed data obtained from real-time console operations.

3.1 Final OSTP/Form24 Resource Tracking

A. Each week, the ???? Payload Planners will determine the RSA planned crew utilization based on the Final OSTPs/Form24s for the previous week (Monday thru Sunday).

B. Each week, the POIC Payload Planner will determine the NASA planned crew utilization based on the Final OSTPs/Form24s for the previous week (Monday thru Sunday).

C. The ???? Payload Planners will provide the RSA planned crew utilization for the previous week's OSTP/Form24 (Monday thru Sunday) to the POIC Payload Planner via an Excel spreadsheet by 1400 GMT (1700DMT, 0800 CST), on Tuesday of each week. The ???? Payload Planners will e-mail the Excel file to the POIC Payload Planning Lead, Jeff Hagopian at jeff.hagopian@msfc.nasa.gov.

D. The POIC Payload Planner will integrate the NASA and RSA planned crew utilization and provide the integrated information via an Excel spreadsheet by 2300 GMT (1700 CST, 0200 DMT). The POIC

Payload Planner will e-mail the Excel file to the ???? Payload Planning Lead, Oleg Volkov at ovol@scsc.ru.

E. The POIC and ???? Payload Planners will review the integrated Excel spreadsheet in the regularly scheduled NASA/RSC-E Payload Operations Telecon (Wednesday 0800 CST, 1700 DMT).

F. The POIC Payload Planner distribute a copy of the integrated Excel spreadsheet via e-mail through the resource_tracking@payloads.msfc.nasa.gov distribution list.

3.2 As-Executed Resource Tracking

A. The POIC POM will retrieve from the POIC PAYCOM the as-executed crew utilization data. This information will be obtained from the POIC PAYCOM by 1400 GMT, Mon thru Fri. The POIC POM will place this information in a folder designated for the POIC Planner. This folder will be located in Building 4610, Room 1080. Reference POH Volume 2, SOP 1.3.3.

B. The POIC Payload Planner will retrieve the as-executed crew utilization data from the POIC POM by 1500 GMT, Monday thru Friday.

C. The ???? Payload Planner will provide the RSA planned crew utilization for the previous week's execution (Monday thru Sunday) to the POIC Payload Planner via an Excel spreadsheet by 1400 GMT (1700DMT, 0800 CST), on Tuesday of each week. The ???? Payload Planner will e-mail the Excel file to the POIC Payload Planning Lead, Jeff Hagopian at jeff.hagopian@msfc.nasa.gov.

D. The POIC Planner will integrate the NASA and RSA planned crew utilization and provide the integrated information via an Excel spreadsheet by 2300 GMT Tuesday (1700 CST, 0200 DMT). The POIC Planner will e-mail the Excel file to the ???? Payload Planning Lead, Oleg Volkov at ovol@scsc.ru.

E. The POIC and ???? Payload Planners will review the integrated Excel spreadsheet in the regularly scheduled NASA/RSC-E Payload Operations Telecon (Wednesday 0800 CST, 1700 DMT).

F. The POIC Planner will distribute a copy of the integrated Excel spreadsheet via e-mail through the resource_tracking@payloads.msfc.nasa.gov distribution list.

4. Post-Increment Execution Phase

A. The POIC Payload Planner will provide the integrated Excel spreadsheet to the ???? Payload Planner for review and concurrence.

B. The ???? Payload Planner will provide the POIC Payload Planner with any comments and/or corrections.

C. The POIC Payload Planner will coordinate any updates or corrections with the ???? Payload Planner.

D. The POIC Payload Planner will submit the integrated Excel spreadsheet to the ISS Payload Program Office (OZ2) for use in development of the Post Increment Evaluation Report.

E. The POIC Payload Planner will distribute a copy of the integrated Excel spreadsheet via e-mail through the resource_tracking@payloads.msfc.nasa.gov distribution list.